

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	REPORTS - continued Approved For Release 2005/11/21 : CIA-RDP80-00487A000100190024-7	SECRET	Temporary. Retain 30 days, then destroy.
3.	<div style="border: 1px solid black; width: 150px; height: 15px; margin-bottom: 5px;"></div> STATION CORRESPONDENCE FILES  Files contain dispatches (Forms 53 and 53a) originated by OC components in the Field and Headquarters and includes RYBAT, TOP SECRET, and information copies of DDP dispatches.  a. Paper copy  b. Microfilm copy	Concur <div style="border: 1px solid black; width: 150px; height: 15px; display: inline-block;"></div> DDS/RMO 9/11/71	Temporary. Retain one calendar year. Microfilm, then destroy.  Temporary. Retain 1 copy of microfilm in originating Office. Silver copy forwarded to the Records Center. Destroy after 50 years.
4.	CABLES  These files are maintained in a numeric, alphabetical system and are filed chronologically by "IN" and "OUT" station number.  a. CIA Cables  b. Non-CIA Cables		Temporary. Retain one year, then destroy.  Temporary. Retain one year, then destroy.
5.	DOCUMENT CONTROL FILES  These files are maintained in a numeric system by origin and type of document  a. Document Control, Form 717a: These files contain control forms for incoming and outgoing CIA and non-CIA cables, memorandums, and incoming dispatches.		Temporary. Retain two years, then destroy.  AMENDMENT APPROVED: <div style="border: 1px solid black; width: 200px; height: 20px; display: inline-block;"></div> CIA Records Administration Officer

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5.	DOCUMENT CONTROL FILES -con't  b. Mail and Courier Receipts - Form 240: Courier receipts, other than TOP SECRET, filed by date.	SECRET	Temporary. Retain 30 days, then destroy.
6.	CRYPTIC REFERENCES  Identification cards consisting of pseudonyms, cryptonyms, and action indicators filed in each category alpha- betically.		Temporary. Retain on a current basis. Upon separation, termination, or when otherwise made obsolete or superseded, place cards in an inactive file, hold one year, then destroy.
7.	<div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> POUCH RECORDS  These files contain pouch manifests, address information, and related records.  a. Incoming and Outgoing Pouch Manifests: These files are main- tained in an alphabetic system by station and contain incoming pouch manifests and receipted outgoing pouch manifests.  b. Pouch Addresses: These files contain address sheets and address- ing labels and are filed in an alphabetic system by station.		Temporary. Retain one year, then destroy.  Temporary. Retain on a current basis, destroy when superseded or cancelled.
8.	PUBLICATIONS  These files contain regulatory issuances and other publications of OC, CIA, other Agencies, and offices.		

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8.	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190024-7</p> <p><b>PUBLICATIONS - con't</b></p> <p>a. <u>OC Regulatory Issuances:</u> These files are maintained in a chronological numeric system and contain one copy of each OC Regulatory Issuance, as the OC official record copy.</p> <p>b. <u>Agency Regulatory Issuances:</u>  <div data-bbox="305 1230 691 1268" style="border: 1px solid black; height: 18px; width: 238px;"></div></p> <p>c. <u>Agency Regulatory Issuances:</u>  <div data-bbox="321 1335 873 1352" style="border: 1px solid black; height: 8px; width: 340px;"></div> <p>These files are maintained in a subjective, numeric system.</p></p> <p>d. <u>Other Publications:</u> These files contain U. S. Government Statutes, Support Bulletins, DDS Administration Issuances and Bulletins, OC Staff, Division, and Field Directives, and are maintained in a numeric chronological system.</p> <p>e. <u>OC Regulatory Issuance Background Material:</u> These files consist of drafts, references, coordination sheets, and other data used when formulating OC regulatory issuances.</p>	<b>SECRET</b>	<p>Permanent. Retain on a current basis, retain superseded, rescinded, or expired issuances for one year, then transfer to the Records Center.</p> <p>Temporary. Destroy after 10 years. Retain for 5 years, then transfer to the Records Center.</p> <p>Temporary. Retain on a current basis, destroy when superseded, obsolete, or no longer needed for reference.</p> <p>Temporary. Retain on a current basis, destroy when obsolete, superseded, or no longer needed for reference.</p> <p>Temporary. Retain one year, then destroy.</p>
9.	<p><b><u>TOP SECRET</u></b></p> <p>These files are maintained under the duties and responsibilities of the OC, TOP SECRET Control Officer.</p>	<b>SECRET</b>	

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9.	<p><b>TOP SECRET - Control</b> Approved For Release 2005/11/21 : CIA-RDP78-00487A000100190024-7</p> <p>a. <u>TOP SECRET Documents</u>: These files are maintained in a numeric system and contain copies of OC and other CIA originated correspondence and publications.</p> <p>b. <u>Locator Cards</u>: Disposition record of each TOP SECRET Document. (IBM and 3x5 cards.)</p> <p>c. <u>TOP SECRET Control Receipts</u>: Forms 615 and 2800.</p> <p>d. <u>Document Control Tickets</u>: These files consist of originals of TOP SECRET Document Control Tickets.</p> <p>e. <u>TOP SECRET Cover Sheets</u>: These files contain cover sheets for TOP SECRET Documents.</p> <p>f. <u>Non-CIA TOP SECRET Documents</u>: These files contain documents originated by the Operations Coordinating Board, National Security Council, and those pertaining to SEATO, CENTO, and COSMIC documents. These files are maintained in a numeric system.</p>	SECRET	<p>Temporary. Review and determine disposition as governed by this Records Control Schedule files identification.</p> <p>Temporary. Destroy after 10 years. Retain while active and one calendar year after inactive, then transfer to the Records Center.</p> <p>Temporary. Retain 2 years, then destroy.</p> <p>Temporary. Destroy after 10 years. Retain while active and one calendar year after inactive, then transfer to the Records Center.</p> <p>Temporary. Destroy after 10 years. Cut off at the end of each calendar year, then transfer to the Records Center.</p> <p>Temporary. Transfer to Central TOP SECRET Control when no longer required.</p>

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10.	<u>OC FORMS CONTROL FILES</u>  These files contain correspondence, forms, and samples of all OC, Office of Primary Interest Forms and are filed numerically by form number.	SECRET	Temporary. Retain on a current basis, destroy when obsolete or superseded.
11.	<u>MEMORANDUM FILES</u>  These files are maintained under a numeric system by origin and contain OC correspondence with other Agency and U. S. Government components.		Temporary. Destroy after 50 years. Cut off at the end of each calendar year, retain one year, then transfer to the Records Center.

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